



# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post <b>AMCONGEN GUAYAQUIL</b>	2. Agency <b>DEPARTMENT OF STATE</b>	3a. Position Number <b>A56001</b>
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

Yes  No

4. Reason for Submission

a. Redescription of duties: this position replaces  
(Position Number) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_

b. New Position \_\_\_\_\_

c. Other (explain) \_\_\_\_\_ Position is vacant \_\_\_\_\_

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	LOCAL GUARD COORDINATOR, FSN-701	8		02/04/2010
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee <b>VACANT</b>
8. Office / Section <b>US CONSULATE GENERAL</b>	a. First Subdivision <b>REGIONAL SECURITY OFFICE</b>
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position  <b>VACANT</b> _____ Printed Name of Employee  _____ Signature of employee      _____ Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position  <b>XXXXXXXXXX</b> _____ Printed Name of Supervisor  _____ Signature of Supervisor      _____ Date (mm-dd-yyyy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position  <b>XXXXXXXXXXXX</b> _____ Printed Name of Chief or Agency Head  _____ Signature of Section Chief or Agency Head      _____ Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  <b>XXXXXXXXXXXX</b> _____ Printed Name of Admin or Human Resources Officer  _____ Signature of Admin or Human Resources Officer      _____ Date (mm-dd-yyyy)
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**13. Basic Function of Position**

This subordinate Locally Engaged Staff (LES) member is responsible for the first-line management and supervision of the local guard personnel resources. As directed by the Regional Security Officer (RSO), the LGC is responsible for the development of the Local Guard (LG) components of facility defense and reaction plans for the following official facilities; Consul General's Residence, New Consulate Compound, all Mission personnel residences, and offsite warehouse. The incumbent is responsible for the daily management and oversight of guard personnel and resources; assisting in coordinating security planning and execution of drills with facility and residential security personnel; assisting with the development of security logistical planning and financial plans; assisting the RSO with guard contract administration, contractor monitoring and performance oversight; and providing/monitoring the local guard training program. The incumbent assists the RSO with resource management of the local guard contract budget valued at approximately \$1,100,000 annually; coordinating security planning and drills for facilities and residences with host-nation security forces; and assisting the RSO in the development of logistical and financial plans

**14. Major Duties and Responsibilities**

**80% of time**

The LGC provides comprehensive management advice to the RSO, on the operational, contractual, and financial aspects of the local guard program under their area of responsibility. The incumbent is a senior member of the Defensive Planning and Support Staff (DPSS) and provides supervision of the DPSS staff in absence of the SDC as required. The incumbent assists the RSO in the formulation of annual local guard (LG) program budget, provides justification statements, and drafts official cables for RSO approval; assists with monitoring the LG portion of budget execution and recommends changes to budget plans/programs based on spending patterns, changes to local economic conditions (high inflation, exchange rate fluctuation) affecting price of goods and services, funding level changes, etc.

The LGC provides daily oversight of guard performance and provides supervision for guards at all official facilities, residential properties and mobile patrols, documenting deficiencies and recommending corrective courses of action; creates work schedules; and reviews timesheets/invoices for errors. The incumbent provides oversight of approximately 80 LG personnel.

The incumbent will be highly familiar with Diplomatic Security's program guidance (12 FAH 7 and 12 FAH 8), the Department's budget process and allotment tracking tools, local guard contracting, host country labor law, post labor regulations, procedures and practices, Department of State labor management regulations, and other procedures and policies as directed by DS/IP/OPO/FPD.

In coordination with the Foreign National Service Investigators (FSNIs), the LGC will develop and maintain mid-level contacts with host nation security forces and contract company management. The incumbent develops background material for use by the RSO in conducting security related negotiations and may act as an interpreter during the course of such negotiations where nuance of language meaning is important. The incumbent attends professional meetings and reviews a variety of published materials on security related issues such as books, technical journals, magazines and government reports. The incumbent prepares a broad range of reports on the local security environment, provides professional presentations on security theory and practice, and provides other administrative and operational reports as required.

**Security Functions****10% of time**

As the senior DPSS member responsible for local guard operations at all official facilities and residential properties, the incumbent assists in the development and maintenance of a comprehensive, complex, and integrated operational, financial, training, communication, and logistical plans for the LG portion of the Integrated Security Plan (ISP). The LGC is responsible for the development of a Facility Deployment Overlay (FDO) of each official facility and residence. In addition, the incumbent is responsible for the creation and maintenance of the LG orders and ensures that LG orders and standard operating procedures are consistent with the ISP and that the responsibilities for executing the plan is fully understood by all levels of LG personnel assigned at official facilities and residences. The incumbent plans for and conducts tests and drills as directed by the RSO to ensure normal and emergency LG operating procedures are properly functioning and makes recommended changes as required.

The LGC will be responsible for making recommendations affecting the content and character of the LG program by interviewing prospective candidate's and reviewing employment packages to ensure that all the requirements for LG qualifications have been met; ensures that initial and updated background checks are conducted on prospective LG personnel as required; coordinates these actions with the FSNI and the RSO.

The LGC will be designated as a First Responder to emergent situations and is therefore re-callable to duty at any time and may undergo additional training. In addition, the incumbent will personally review all LG operations at official facilities and residences on a regular basis across the spectrum of their operational hours to ensure that LG personnel are alert and performing their functions as required by the ISP and LG orders.

At the direction of the RSO, the incumbent will plan for, coordinate, and arrange host-nation security force response plans and joint exercises (tabletop and actual) for emergent situations.

The LGC will be required to maintain inventory of both Government Owned Equipment and Contractor Furnished Equipment utilized by the LG program; establish reorder points for expendable supply items and schedules for non-expendable supplies, digital cameras and recorders, cellular telephones, radios, vehicles, and required office furniture, training equipment, etc. required to support the LG program; assist the RSO in the conduct of hands-on biannual inventories of LG equipment and reports the result to the RSO and maintains these records in accordance with standard record keeping policies. The incumbent will ensure that all security equipment is operational and develops systems and procedures to coordinate required maintenance.

The incumbent will ensure that all LG personnel are qualified in the use of all weapons used by the guard force; certify LG firearms qualification results and satisfactory completion of required training. To this end, the LGC must be expertly familiar with the LG weapons systems, with Diplomatic Security rules and regulations regarding Special Protective Equipment, with host nation weapons laws, contract firearm qualification requirements, and with post's firearms and use of force policies.

Incumbent verifies, supports, facilitates and conducts training of 80 LG personnel including initial orientation to the U.S. Consulate General and description of U.S. Consulate General assets to be protected, explaining the role of the LGs in cases of fire, explosions, bomb search, building evacuation; gives chemical/biological awareness and countermeasures briefings, ensures required maintenance of explosive detection equipment, is familiar in the operation of all explosive detection and X-ray inspection equipment.

The LGC briefs the RSO on a regular basis on LG operations and incidents.

The incumbent formulates the LG portion of the annual program budget for all LG positions at official facilities and residences, provides justification statements, and drafts official cables for RSO approval; monitors LG budget execution and recommends changes to budget plans and/or LG program based on spending patterns, changes to local economic conditions (high inflation, exchange rate fluctuation) affecting price of goods and services, funding level changes, etc. The LGC maintains contact with post Financial Management, Human Resource and



General Service offices.

### **Back-up Duties**

**10% of time**

Incumbent will be the back-up for the Surveillance Detection Coordinator and the Residential Security Coordinator

**Note:** "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

### **15. Qualifications Required For Effective Performance**

- A. Education – Two years of college studies on general education, business administration or related fields is required.
- B. Prior Work Experience - Minimum three years of progressively responsible experience in an office environment with customer service performing administrative or clerical work including one year of direct supervision of at least one person is required.
- C. Post Entry Training - 80 hour Guard Certification Course and 16 annual hours of recertification every year (12 FAH 7 requirements). First Responder Training
- D. Language Proficiency –Level III (Good working knowledge) English and Level IV (Fluent) in Spanish is required.
- E. Job Knowledge - A strong knowledge in physical security protection, standard security practices and procedures, developing and deploying of community-style policing (mobile patrol) models, creation of defensive security plans, and good working knowledge of standard security equipment and digital cameras is required. Working knowledge of budget formulation and tracking, a thorough knowledge of host country operational environment, language, law and security entities; and historic criminal and terrorist threats and operational tendencies are required.
- F. Skills and Abilities - The work requires keen analytical abilities, originality of ideas, creative solutions, and the exercise of sound, independent judgment; must be able to make independent judgments on institutional capabilities and the adequacy of security systems and controls. The LGC must be able to rapidly assimilate and assess real-time threat information and issue orders for the immediate conduct of defensive operations.

Writing skills encompass critical analysis of defensive LG operations at official facilities and residences, the preparation of complex reports and plans, preparing written justification statements for the LG program budgets, drafting requests for additional services and answering questions from DS/IP/OPO/FPD about program performance, funding, or other issues. Must be able to collect and present facts and recommendations in a clear, concise manner. Must be able to work in a high pace, high stress office environment.

The incumbent must have strong presentation and public speaking skills to conduct conferences with contractors, host-government security officials, and security officials of the local American business community, post management, and others as required in support of the LG program. Composure and self-control are required in situations of acute questioning or adversarial situations to secure host-government support for post's security, to defend proposed budgets or operational procedures. In coordination with the FSNI, must be able to develop and maintain contacts with mid-level host government security officials.

Must be able to comprehend and present complex, detailed financial and related information in a concise and professional manner, and maintain effective internal working relations with post's Financial Management Office, DS/IP/OPO/FPD, and others as required. Ability to understand DS and State Department budgeting process and ability to develop LG budget and communicate requirements to post Financial Management Office, DS/IP/OPO/FPD and other Agencies.

In coordination with the FSNI, must have the ability to coordinate with U.S. Officers and host-government police on security issues impacting the U.S. Consulate General.

Must possess strong skills in Department-approved productivity software (Word, Excel, PowerPoint, Outlook, etc.) to create professional reports and memorandum, spreadsheets and presentations, and be able to communicate clearly through email.

### **16. Position Elements**

- A. Supervision Received - Direct Supervision from the senior Foreign Service National Investigator and the Regional Security Officer (RSO).
- B. Supervision Exercised - Directly supervises one guard force commander, three first-level guard shift supervisors, guards and the Residential Security Coordinator LES position.
- C. Available Guidelines - 320 FAM, 330 FAM, 12 FAH 7, 12 FAH 8, Surveillance Detection Management and Operations Field Guide, 3 FAH 2, 12 FAH 2, 12 FAH 2, 14 FAH 2, 2 FAH 2 and 12 FAH 5.
- D. Exercise of Judgment - The work requires keen analytical abilities, originality of ideas, creative solutions, and the exercise of sound, independent judgment; must be able to make independent judgments on institutional capabilities and the adequacy of security systems and controls. The LGC must be able to rapidly assimilate and assess real-time threat information and issue orders for the immediate conduct of defensive operations.
- E. Authority to Make Commitments - None.
- F. Nature, level, and Purpose of Contacts - In coordination with the RSO/FSNI, the LGC must be able to develop and maintain contact with mid-level host-government security officials and security professionals in the American business community, and at schools and other public

venues normally frequented by American employees and their dependents.

G. Time Expected to Reach Full Performance Level – One year.

**DS-298** (Formerly OF-298)  
**04-2008**